

EDITED TASK WORKSHEET

CLASS: Staff Services Manager III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Manages staff in the various work activities (e.g. studies, surveys, projects, reports, Budget Change Proposals, Legislative Proposals, Legislative Reports, etc.) to provide information, options, recommendations, quality services, etc. using various resources (e.g. policies, procedures, laws, rules, regulations, scope definition, plans, schedules, management skills, communication skills, etc.) on an on-going basis.
2.	Effectively delegate work assignments to staff with appropriate guidance, direction, and instruction to complete work as needed using standard managerial practices as well as policies, procedures, laws, rules, regulations, etc.
3.	Accurately interprets and implements Federal and State laws, rules, regulations, and the Department's mission for the purposes of establishing program goals, providing information, completing assigned tasks, etc. The resources to be used include policies, procedures, laws, rules, regulations, knowledge, communication skills, staffing, budget, facilities, etc., as needed.
4.	Provides information and recommendations to management related to program and administrative issues in order to obtain management guidance/direction and ensure program and departmental compliance with various policies, procedures, laws, rules, regulations, etc. using various resources (e.g. policies, procedures, laws, rules, regulations, etc.) as needed and/or upon request.

Bold Text - duty statement

Regular text - SPB class spec.

Italic text - Information from class spec from other states

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Task #	Task
5.	Provides technical assistance to managers, employees, control agencies, and others on varied matters to resolve issues, provide information, options, and/or recommendations, etc. using various resources (e.g. policies, procedures, laws, rules, regulations, professional expertise/contacts, communication skills, etc.) as needed and/or upon request.
6.	Directs the development of statewide policies and procedures consistent with the Department's mission and goals to provide information, guidance and compliance with various laws, rules, regulations, etc. utilizing appropriate resources, as needed and/or requested by management.
7.	In accordance with fiscal policy, participates in the management of the program's budget by reviewing, approving, monitoring, tracking and prioritizing expenditures in order to stay within budget authority utilizing various resources (e.g. accounting/fiscal reports, policies, procedures, laws, rules, regulations, etc.) on an on-going basis.
8.	Assesses workload and program areas/needs to streamline processes, identify and/or determine resource modifications and recommend appropriate actions utilizing various resources (e.g. policies, procedures, laws, rules, regulations, budget, knowledge, etc.) on an on-going basis.
9.	Directs the preparation/administration of assigned contracts required for maintaining the operations of the program to obtain the appropriate goods and services using various resources (e.g. policies, procedures, laws, rules, regulations, etc.) as needed.

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10.	Conducts meetings and/or participates as a member of various committees with departmental employees or employees from other agencies to achieve desired outcomes or objectives utilizing various resources/skills (e.g. interpersonal skills, communication, tact, diplomacy, professionalism, expertise, negotiation, etc.) as needed.
11.	Develop, prepare or review written communication for the Department utilizing various resources, tools, etc., as needed and/or upon request.
12.	Represent the Department in communications with control agencies, the Legislature and the public to represent the interest of the department utilizing interpersonal skills, professionalism, knowledge, personal expertise, etc., as needed and/or upon request by management.
13.	Evaluate employee performance to provide feedback and ensure performance objectives/standards are met by review and monitoring of work assignments and behaviors through the use of Individual Development Plans and Report of Performance as required by State Personnel Board on an on-going basis.
14.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s) as needed.
15.	Initiates and participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance/behavior in accordance with State Personnel Board Rules and Regulations and departmental policy as needed.

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16.	Monitor priorities and ensure mission and scope are met by continually planning for the future with workgroups/units to organize staff workload by developing a program vision, mission, goals, and objectives on an on-going basis.
17.	Train staff to improve their skills, knowledge and abilities for staff and career development utilizing challenging assignments, training, and other motivating techniques for the performance of their job and future career on an on-going basis.
18.	Carries out managerial responsibilities in the work place with regard to policies and mandates concerning Health and Safety to promote a safe work environment utilizing various resources (e.g. policies, procedures, laws, rules, regulations, mandates, knowledge, communication skills, etc.) on an on-going basis.
19.	Carries out managerial responsibilities in the work place with regard to policies and mandates concerning Equal Employment Opportunity, American Disability Act, and other personnel practices to maintain standards that promote a work environment free from discrimination, harassment, retaliation, and unprofessional or disrespectful conduct utilizing various resources (e.g. policies, procedures, laws, rules, regulations, mandates, knowledge, communication skills, etc.) on an on-going basis.
20.	Resolve EEO issues or other conflicts at the lowest possible level and ensure there is no retaliation by utilizing departmental guidelines and policies as required.

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21.	Ensure program's goals are in support of the CDCR Strategic Plan by developing procedures, policies and program alternatives consistent with the Department's mission and organization objectives on an on-going basis.
22.	Develop tools in various areas of the program to measure the effectiveness, accountability and quality of the organization by using various resources (i.e., knowledge, manuals, laws and rules, etc.) on an on-going basis.
23.	Participate as part of the management team to develop strategies, program initiatives, goals, objectives and performance measures as needed.
24.	Interprets and administers provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees utilizing various resources (e.g. collective bargaining contracts, Labor Relations/Employee Relations Officer, Department of Personnel Administration, etc.) as needed.
25.	Participates in labor negotiations at the request of Labor Relations to provide information, technical expertise, etc. using various resources (e.g. policies, procedures, laws, rules, regulations, collective bargaining agreements, knowledge, communication skills, etc.).

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